



Bennett Jones LLP is a top tier, full service national law firm with offices in Calgary, Toronto, Edmonton and Ottawa. Bennett Jones has been named one of the top 50 employers in Canada by Report on Business Magazine/Hewitt Associates for seven consecutive years, ranking 3rd overall in 2009.

We are currently recruiting for the following role in our Calgary office:

EXECUTIVE ASSISTANT

REPORTS TO: Vice Chair and Calgary Managing Partner

ESSENTIAL FUNCTIONS:

The incumbent will work closely with the Vice Chair and Calgary Managing Partner in his day-to-day schedule and practice consisting of:

- Relationship/file management with large clients, including high level corporate work and monthly coordination of billings.
- Business development, including requests for proposals and coordination with Marketing.
- External promotion of firm and its brand including events, speeches, meetings, communications, etc.
- Internal management of firm including communications and meetings with the Chairman, Vice Chairman, senior management team, local managing partners, committees, department heads, practice group leaders, and executive committee.

The role involves coordinating the Vice Chair and Calgary Managing Partner's schedule; preparation for various functions, meetings and travel; screening/prioritizing calls, emails and mail; and liaising with internal and external contacts with professionalism, tact and discretion.

QUALIFICATIONS:

The incumbent must be a proactive self-starter who is well organized, and able to initiate and bring forward items for completion in a timely fashion. Other attributes will include:

- the ability to work independently, exercising solid judgment in taking initiative, decision-making, and problem-solving
 - excellent interpersonal and communication skills
 - good business writing skills
 - maintains strict confidentiality
 - strong attention to detail
 - able to multi-task, organize and prioritize effectively
 - good time and stress management skills
 - able to handle a fast-paced work environment with poise and confidence, nimbly adapting to frequently changing priorities
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Careers

Calgary Office

HOW TO APPLY:

Interested applicants are to apply in writing to:

Jennifer Bush, Human Resources
Bennett Jones Services Limited Partnership
4500 Bankers Hall East, 855 – 2 Street SW
Calgary, AB T2P 4K7
Fax: 403.265.7219

E-mail: hrdeptcal@bennettjones.com

We would like to thank all candidates in advance, but only those applicants selected for an interview will be contacted. Please note that relatives of current employees are not eligible for consideration.
